

**FOUR-FACTOR ANALYSIS**

**and**

**LANGUAGE ACCESS PLAN**  
**FOR LIMITED ENGLISH PROFICIENCY PERSONS**



**CITY OF HUNTSVILLE, AL**  
**DEPARTMENT OF COMMUNITY DEVELOPMENT**

**Purpose:** In compliance with Executive Order 13166, the City of Huntsville, Department of Community Development has developed the following Language Access Plan (LAP) for Limited English Proficiency (LEP) persons.

**History:** Title VI of the Civil Rights Act of 1964 is the federal law which protects individuals from discrimination on the basis of their race, color, or national origin in programs that receive federal financial assistance. In certain situations, failure to ensure that persons who have limited English proficiency can effectively participate in, or benefit from, federally assisted programs may violate Title VI's prohibition against national origin discrimination.

Persons who, as a result of national origin, do not speak English as their primary language and who have limited ability to speak, read, write, or understand English may be entitled to language assistance under Title VI in order to receive a particular service, benefit, or encounter.

#### **The City of Huntsville, Department of Community Development's Four-Factor Analysis**

The following Four-Factor Analysis will serve as the guide for determining language assistance measures for LEP persons that the City of Huntsville, Department of Community Development will undertake to guarantee access to information on all federal funds administered by the City of Huntsville, Department of Community Development.

Currently, the U.S. Census does not provide data regarding Limited English Proficiency below the county level. Therefore, determining the LEP population or the number/proportion of LEP persons for potential services or eligibility was calculated using the Census 2000 Special Tabulation 194 and Table 2, Summary Social, Economic, and Housing Characteristics. This includes those persons who would be served by the recipient if the person received education and outreach and the recipient is provided sufficient language services.

Based on this data, Madison County meets the 1,000 or 5% LEP person threshold of persons that do not speak English or does not speak English well.

Presently, ADECA's website can be utilized to translate some written materials. Additionally, local Spanish speaking volunteers and contractors will be identified to provide oral translation services at public meetings and during conversations with LEP residents. Furthermore, many of the common forms used in the implementation of projects are available in multiple languages on the HUD and DOL websites.

### Language Access Plan

As a result of the preceding Four-Factor Analysis, the City of Huntsville, Department of Community Development has identified that language assistance will be provided on an as needed basis throughout the implementation of all programs and projects:

- All published citizen participation advertisements will include a statement indicating that program materials can be made available for non-English speaking person upon request.
- All citizen participation notices will include a statement that translators will be available at public meetings upon prior request.
- If needed, a translator may be retained to provide oral translation in the field during the implementation of any project activity.
- The City of Huntsville, Department of Community Development will consider additional measures to serve the language access needs for non-English speak persons.